



Stevens Memorial Library
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ATTENDEES: Chairman Ed Vitone, Vice Chairman Margaret Donovan, Treasurer Paula St. Laurent Kuehl, Secretary Maggie Whitney, Paula Dowd, Candace Wright and Library Director Emily Donnelly.

GUESTS: None

PRESS: None

REFERENCE: The Director's Report is included as part of the minutes by reference.

CALL TO ORDER:

The meeting was called to order by Chairman Ed Vitone at 4:06 p.m.

APPROVAL OF AGENDA:

Chairman Ed Vitone noted that an "Emergency Executive Session" is needed and would be added to the end of the agenda. Candace Wright asked that the selection of the interim director be done at another meeting rather than tonight.

A motion was made by Candace Wright and seconded by Margaret Donovan to accept the agenda as amended and the vote was unanimous.

APPROVAL OF MINUTES:

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the May 19, 2015 meeting minutes as presented and the vote was unanimous.

DIRECTOR'S REPORT:

BUDGET UPDATE & LIBRARY UPDATE:

Library Director Emily Donnelly reviewed the Fiscal Year 2015 budget cover sheet and the Year-to-Date budget through June 6, 2015. Library Director Emily Donnelly noted that items are trending as expected.

Margaret Donovan asked if there has been an update on the chair lift penalty of \$20,000 from last year (March 2014). Library Director Emily Donnelly stated that the decision is still pending. She explained that she has contacted Paul Evans several times and will contact him again.

Library Director Emily Donnelly informed the Trustees that the alarm system sounded and the battery wore down. A new battery was replaced for approximately \$90. She noted that the Library hopes to be included with the town alarm system in the near future.

Candace Wright asked about “Professional Development” for the staff and Library Director Emily Donnelly stated that Library Assistant Jan Peterson attended an Inter-Library Loan training at no cost. She also noted that cost is the issue for professional development.

Library Director Emily Donnelly informed the Trustees that she asked Margaret Donovan to step down as a permanent volunteer and thanked Margaret Donovan for her dedication and hard work. Margaret Donovan informed the Trustees that she will stop volunteering as of this meeting.

Library Director Emily Donnelly noted that there were 42 applicants applied for the new “Library Assistant” position. She has selected six candidates and the first interview was done today. She stated that she is excited about the pool of candidates and each has different strengths. The selected candidate will be required to have a CORI check. The last interview will be completed on Friday, June 19, 2015.

Library Director Emily Donnelly met with Westminster Forbush Library Director Nicholas Langhart to transfer the Col. Rice painting from the Stevens Memorial Library to the Westminster Forbush Library. Maggie Whitney explained that there was an article in today’s edition (June 16, 2015) of *The Gardner News* that did not represent the Stevens Memorial Library in a positive fashion and has contacted the editor and the staff writer of the *The Gardner News* to hopefully have a more positive article printed in the near future. (A copy of the article is attached to the minutes.)

A quote for grading is still needed to eliminate the water infiltration into the Library. Margaret Donovan suggested that R.E. Construction be contacted and she would give Library Director Emily Donnelly the contact number. Candace Wright also suggested that Earthworks be contacted as well for a quote.

Library Director Emily Donnelly handed out the “Summer Reading” flyer and calendar.

Connecticut Business Systems (CBS) replaced the old copier with a new copier. Library Director Emily Donnelly will check with CBS to hopefully have this rolled into the previous lease. The cost is about the same \$60+ a month and no higher than \$80 per month. If in two weeks the new copier does not meet the needs of the library, it will be replaced by another copier.

OLD BUSINESS:

REVIEW AND APPROVE EVALUATION FORM AND PROCESS:

Chairman Ed Vitone explained the evaluation process forms and how to use them. He also noted that Annual increases, if any, will be determined by the Board based upon the Director’s annual performance evaluation, the general base percentage increase given to the non-collective bargaining unit personnel, and the Town’s finances. Increases will not be implemented until the Appraisal process has been completed and the board approves a change. Since the appraisal process will not be completed until after the start of the fiscal year, unless stated otherwise, any increase will be retroactive to July 1. He explained that he cannot approve any salary adjustment

for Library Director Emily Donnelly until her appraisal is completed. The plan is to complete the appraisal in July 2015 at which time we will advise if and when to make the adjustment.

A few minor changes were made to the evaluation form and process. Chairman Ed Vitone will make the changes and redistribute to the Trustees via email.

A motion was made by Paula St. Laurent Kuehl and seconded by Margaret Donovan to accept the “Appraisal Process” which mirror’s Library Director Emily Donnelly’s contract as amended and the vote was unanimous.

REVIEW AND APPROVE INVESTMENT POLICY:

Chairman Ed Vitone explained the policy to the Trustees.

- Need to control how much we spend each year.
- Don’t withdraw too early.
- Need to diversify portfolio and adjust for market conditions.
- Review with the Investment Advisor and the Board of Trustees.

A motion was made by Maggie Whitney and seconded by Candace Wright to accept the “Investment Policy” as amended and the vote was unanimous.

SECRETARY’S REPORT:

Mass Library Trustee Association (MLTA) Update

Maggie Whitney informed the Trustees that the \$100 check was received by the MLTA as well as the Trustees emails. Membership Chairman Ann Conant explained to Maggie that when the MBLC funding was decreased their funding was decreased as well. The MLTA is a volunteer organization. There are issues with the website and hopefully will be corrected in the near future. The newsletters are issued three-to-four times a year and no newsletter has been printed since our membership. The annual meeting is held in the fall. MLTA is holding a Board Meeting on June 27, 2015 with notification of the results via email. Membership Chairman Ann Conant appreciates our membership.

Review motion in April 14, 2015 meeting moving \$800 from supplies to books for FY16

After a brief explanation, it was agreed that the motion was correct as voted at the April 14, 2015 meeting.

TREASURER’S REPORT:

Financial Update (Edward Jones Account – Whittemore Fund – Library Cash Account Audit)

Treasurer Paula St. Laurent Kuehl gave the Trustees a copy of the Edward Jones Mutual Funds - Whittemore Fund Report and the Library Cash Account Audit.

Treasurer Paula St. Laurent Kuehl explained that on June 11, 2015 she conducted the 2nd Quarterly Audit of the five library Cash Activities. The Cash Receipts and Transfers for both the Library and Friends accounts all tied out. She verified that all data is being entered and no information is lacking. Transfers of cash to both the Town and the Friends are done on a timely

basis. Two corrections were made to the report (deleted May and inserted June) on the Library Cash Account Audit.

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the treasurer's report as amended and the vote was unanimous.

Finance Committee Report (2016 Proposed Budget)

A new format for FY 2016. Increase in the "Program Budget" from \$5,000 to \$7,500. If there are any issues, a flag will highlight the issue in the report.

TRUSTEE CALENDAR - Reorganize Board for FY16

<i>TRUSTEE POSITION</i>	<i>NOMINATED BY</i>	<i>SECONDED BY</i>
<i>CHAIRMAN</i>	<i>Candace Wright</i>	<i>Paula St. Laurent Kuehl</i>
<i>Ed Vitone</i>		
<i>VICE CHAIRMAN</i>	<i>Candace Wright</i>	<i>Ed Vitone</i>
<i>Margaret Donovan</i>		
<i>SECRETARY</i>	<i>Paula St. Laurent Kuehl</i>	<i>Margaret Donovan</i>
<i>Maggie Whitney</i>		
<i>TREASURER</i>	<i>Margaret Donovan</i>	<i>Ed Vitone</i>
<i>Paula St. Laurent Kuehl</i>		

A motion was made by Candace Wright and seconded by Paula St. Laurent Kuehl to vote the slate of officers as nominated and the vote was unanimous.

NEW BUSINESS:

INTERVIEW INTERIM DIRECTOR CANDIDATE – SET NEW DATE TO DISCUSS AND APPOINTMENT:

Chairman Ed Vitone welcomed interview candidate Catherine Callegari. He also thanked her for the excellent completion of the weeding collection.

Catherine Callegari explained that Library Director Emily Donnelly gave her clear directions and they worked together well. She explained that more shelf space for books was badly needed. She noted that not everyone was happy but this weeding project made the library more useful for the patrons.

The Trustees asked questions of Applicant Catherine Callegari:

MARGARET DONOVAN:

What are the hours of the library where you are the Director?

CANDIDATE CATHERINE CALLAGARI:

I work 35 hours per week and the library hours as follows:

Tuesday: 10:30 a.m. to 7:30 p.m.

Wednesday & Thursday: 1:30 p.m. to 7:30 p.m.

Friday: Closed

Saturday: 10:00 a.m. to 3:00 p.m.

CANDACE WRIGHT:

Will your current hours at the library be flexible to work as interim library director for us?

CANDIDATE CATHERINE CALLAGARI:

Yes, very much like I did when I was weeding.

ED VITONE:

There are time specific needs, i.e., Warrant every two weeks and due on a Monday; Payroll every two weeks and due on a Monday. Will you be able to meet those needs?

CANDIDATE CATHERINE CALLAGARI:

Not a problem. There are two Mondays that I am unable to work but the work can be done on the Friday before.

ED VITONE:

You are opened Saturdays at your library. How does that work out at your library?

CANDIDATE CATHERINE CALLAGARI:

Circulation is an active day. We are opened all year round on Saturday.

CANDICE WRIGHT:

It is important to communicate with Emily while she is on maternity leave.

CANDIDATE CATHERINE CALLAGARI:

Must be careful with maternity leave. Could receive a quick answer from Emily. Prefer to ask the Board.

MARGARET DONOVAN:

Are there any days that you won't be available.

CANDIDATE CATHERINE CALLAGARI:

There is a book sale in October 2015. I would leave early on the Friday before the book sale. Have a Montreal trip scheduled in August 2015. A three-day scholarship in September 2015.

ED VITONE:

Any concerns:

CANDIDATE CATHERINE CALLAGARI:

I do not. I am a place holder. "A fake Emily." Should be smooth all the way through. The MA laws might differ from the NH laws. Met a person from the MA Library who offered help if needed. Very excited.

PAULA ST. LAURENT KUEHL:

Maybe not a weekly report to Emily but a list to bring her up to speed.

ED VITONE:

What about the ARIS report (library statistics)?

LIBRARY DIRECTOR EMILY DONNELLY:

I have the report but not the numbers.

ED VITONE:

What about book purchases?

CANDIDATE CATHERINE CALLAGARI:

I know how much to spend and am confident now that I have done the weeding.

LIBRARY DIRECTOR EMILY DONNELLY:

Looking at opening on Saturday's which would be after Labor Day. There would be weekend hours to be covered

CANDACE WRIGHT:

What about the new hire.

LIBRARY DIRECTOR EMILY DONNELLY:

Hopefully will be done in early July 2015. Should be fine.

MARGARET DONOVAN:

How do you feel about working at home?

CANDIDATE CATHERINE CALLAGARI:

No problem.

ED VITONE:

We will decided both positions at the next meeting (Thursday, June 25, 2015).

CANDIDATE CATHERINE CALLAGARI:

No guessing and all on the same page.

ED VITONE:

Possibly transfer Emily laptop to you but with a different password.

LIBRARY DIRECTOR EMILY DONNELLY:

I assumed she would take the laptop.

If hired, hopefully a week overlap before, early July and return from maternity leave.

CANDACE WRIGHT:

What is your involvement in the Summer Program?

LIBRARY DIRECTOR EMILY DONNELLY:

I would be the lead and contact person. There are paid performers. Library personnel will be at all programs. Summer Reading will be done before Catherine begins.

ED VITONE:

Would you attend Trustee meetings?

CANDIDATE CATHERINE CALLAGARI:

Yes, I would attend.

ED VITONE:

Your resume is impressive and excellent credentials.

I will contact you on Thursday night after the meeting or on Friday.

*****CONCLUDES THE INTERVIEW*****

JULY 2015 AND AUGUST 2015 MEETING DATES:

It was agreed by the Trustees to meet during the summer. The dates are

- Thursday July 21, 2015 at 4 p.m.
- Thursday August 18, 2015 at 4 p.m.

HISTORICAL LIST OF TRUSTEES:

Chairman Ed Vitone distributed a copy of the “Library Director – Trustees” who served from 1970 to present. The Trustees reviewed the documents and mentioned several changes. It was agreed that each Trustee review the document later, make corrections and place in either Ed Vitone or Maggie Whitney’s library mailbox for updating.

LIBRARY INVENTORY:

Chairman Ed Vitone stressed that a “Library Inventory” be compiled sooner than later. A comprehensive complete library inventory is needed, i.e., artifacts; furniture; old books; Preservation Room, computer CPU’s and monitors with serial numbers, etc. Margaret Donovan suggested Judy Flagg and Carol Cringan to gather the information and Chairman Ed Vitone suggested that the new library employee be involved as well. Candace Wright suggested that a format be used and suggested checking with area libraries. Margaret Donovan mentioned that the Town of Ashburnham has a form but may not be applicable to the Library. Library Director Emily Donnelly stated that \$ MLAA funds could be used for this project.

SELECT FINANCIAL AUDITOR:

After a brief discussion, it was agreed to have Greenburg-Rosenblatt-Kull-Bitsoli (GRKB) CPA Firm complete the year-end audit. This was the same group that did the forensic audit last year and this would be a check-and-balance moving forward. Chairman Ed Vitone noted that the cost would be \$1000 and that included a 25% discount.

A motion was made by Maggie Whitney and seconded by Margaret Donovan to have GRKB CPA Firm complete the year-end audit and the vote was unanimous.

REVIEW AND APPROPRIATE BEHAVIOR LIBRARY POLICY:

After reviewing the “Appropriate Behavior Library Policy” and the suggestion to revisit the “Internet Policy,” both policies will be reviewed at the July 21, 2015 meeting. This will be the last policy until December 2015 when Library Director Emily Donnelly returns from maternity leave. Chairman Ed Vitone will update and distribute the “Library Calendar.”

REVIEW “DRAFT” STRATEGIC PLAN (IF APPROVED BY COMMITTEE):

Library Director Emily Donnelly provided a copy of the FY 2016 – FY2021 “Draft Strategic Plan” (20 pages) to the Trustees. Each page was reviewed with suggested comments. There is still a need to discuss the opening of the Library on Saturdays. It was suggested that she contact area libraries to ask how they handle Saturday opening. Saturday openings will be discussed at a later time. Library Director Emily Donnelly will update the document and resend to the Trustees via email. The updated document will be discussed and approved at the 9:00 a.m. Thursday, June 25, 2015 meeting. Chairman Ed Vitone commended the Director for the nice write-up.

OTHER BUSINESS:

Candace Wright expressed a concern about the internal posting for the new library position. Jan Peterson has requested an additional four hours increasing her workweek to 32 hours. It could be possible that another library employee might be interested in the four hours thus there should be a new posting. Library Director Emily Donnelly stated that she had a verbal conversation with a library employee and that person was not interested but she will contact Town Administrator Doug Briggs to be sure all bases are covered.

ADJOURNMENT

At 6:52 p.m. a motion was made by Ed Vitone and seconded by Paula St. Laurent Kuehl to adjourn the meeting to go into “Executive Session” and return to the open meeting to adjourn only and the vote was unanimous.

At 7:09 p.m. a motion was made by Ed Vitone and seconded by Paula T. Laurent Kuehl to adjourn the meeting and the vote was unanimous.

Respectively Submitted,

Maggie Whitney (Electronic Signature)

Library Trustees Secretary